



**CITY OF WESTMINSTER
PLANNING AND ZONING COMMISSION
MEETING SUMMARY**

**February 11, 2016, at 7 PM
City Hall, 1838 Emerald Hill Lane**

A meeting of the City of Westminster Planning and Zoning Commission was held at City Hall, 1838 Emerald Hill Lane in Westminster, Maryland 21157, on February 11, 2016, at 7 PM.

Chair Peggy Bair, Council Member Suzanne Albert, Commissioner Kevin Beaver and Commissioner Nancy Palmer were present. City staff Bill Mackey and Carroll County Planning Liaison and Comprehensive Planner Scott Graf were present.

Chair Peggy Bair opened the meeting at 7 PM. Commissioner Palmer moved approval of the minutes from the meeting of January 14, 2016. Commissioner Beaver seconded. The motion passed.

Mr. Graf briefed the Commission regarding the timeline and process for the upcoming 2015 Annual Report prepared by Carroll County's Planning Department. The report combines the annual reports of the eight municipalities in the County with the County's own report for the Maryland Department of Planning. This process is considered a model for other counties.

Mr. Graf reported that the state requires that within the 5-year period after the adoption or review by the local jurisdiction of a comprehensive plan, (the city comprehensive plan was adopted in 2009), that the annual report contain a narrative on the implementation status of the comprehensive plan. For Westminster, that narrative is required by the state for 2016.

Mr. Graf provided materials and an update on the County's interest survey for Carroll County's Bicycle-Pedestrian Master Plan, reminding everyone that the deadline for surveys is March 1st.

Mr. Mackey requested approval by the Commission to move forward with the data that the City provides to Carroll County for the annual report. Commissioner Beaver moved approval. Council Member Suzanne Albert seconded. The motion passed unanimously.

Chair Peggy Bair updated the Commission on the Wakefield Valley Task Force. Council Member Albert mentioned the issue on Willis Street related to available parking, requesting staff to look into it.

Council Member Albert moved to adjourn. Commissioner Beaver seconded. The Commission adjourned at 7:49 PM.